

<b>COLORADO DEPARTMENT OF TRANSPORTATION</b>		<input type="checkbox"/> <b>POLICY DIRECTIVE</b> <input checked="" type="checkbox"/> <b>PROCEDURAL DIRECTIVE</b>
<b>Subject</b> <b>Mandatory Traffic Control Training</b>		<b>1512.1</b>
<b>Effective</b> <b>09/22/2022</b>	<b>Supersedes</b> <b>N/A</b>	<b>Originating Office</b> <b>Traffic Safety and Engineering Services</b>

## **I. PURPOSE**

The Colorado Department of Transportation (CDOT) is always striving to enhance initiatives that advance safety for the state of Colorado. To improve work zone safety, employees, consultants, and contractors must complete detailed training on Traffic Control, so all parties involved in the construction of projects understand and utilize the best practices and procedures when setting up, working in, and taking down work zones.

This Procedural Directive establishes the requirements for traffic control training for specific CDOT employees, consultants, contractors, and subcontractors that work within temporary traffic control work zones to improve work zone safety.

## **II. AUTHORITY**

Executive Director pursuant to § 43-1-105, C.R.S.

23 U.S.C. § 109.

23 U.S.C. § 315.

23 U.S.C. § 402(a).

23 C.F.R. 630.1006.

Part 6 of the Manual on Uniform Traffic Control Devices (MUTCD) of the latest and approved edition and the Colorado Supplemental thereto.

§ 42-4-104, C.R.S.

49 C.F.R. 1.48(b).

### III. DEFINITIONS

"Flagger" is officially defined on FHWA construction projects as a D/B wage classification with specific site-of-work requirements for payroll reporting. A flagger can be anyone performing as a flagger on a CDOT maintenance activity or officially on FHWA or CDOT construction projects.

"Flagging" is defined as the necessary act of directing traffic through a work zone when an unknown condition is presented to both vehicle and pedestrian traffic. Flagging is dependent on the presence of unexpected stops or slow conditions. Flagging is required at locations where unexpected stops may be required and optional where unexpected slowing may occur. The most common situations where flagging is appropriate are during one-lane operation on a two-lane facility, allowing for the ingress/egress of construction vehicles into the work zone and detours. Flagging operations shall not override visible regulatory signing or traffic signals, even when traffic signals have been disabled or set to flash mode. Only a uniformed police officer may direct traffic in a signalized intersection. Flagging is not permitted on interstates unless approved by the Region Traffic Engineer.

"Flagger Certification" is defined as a certification issued by CDOT to CDOT employees or issued by approved flagger training entities (see the CDOT Flagger Program and CDOT Specification 630.11 to non-CDOT employees working on CDOT projects and state roadways. It is achieved upon completing a Flagger training class and passing a final exam. Their flagger card must be on their person anytime a flagger is actively performing flagging duties. For CDOT employees, a Flagger certification is required to obtain the Traffic Control Technician (TCT) and Traffic Control Supervisor(TCS) endorsements. A Flagger certification must be maintained in addition to a TCT or TCS endorsement.

"Flagger Training Entity is a company or governmental agency that CDOT has approved to conduct Flagger training and certification, per CRS 43-5-308(2)(b).

"Method of Handling Traffic (MHT)" is a plan or method identified on paper identifying the temporary traffic control devices necessary for a temporary access construction activity in the roadway. This plan must be signed by the Contractor and the Traffic Control Supervisor before being submitted to CDOT for review. An example of a MHT is for a shoulder or lane closure.

"Traffic Control Technician (TCT) Endorsement" is defined as an endorsement issued by CDOT and provided to CDOT employees working on CDOT projects or state roadways. This one-day course serves as an entry-level endorsement for any employees responsible for traffic control and is required to begin working towards obtaining a TCS endorsement. After obtaining a TCS endorsement, a TCT endorsement does not need to be maintained. To successfully complete the course, students must pass a final exam. To renew a TCT endorsement, a TCT Refresher class must be completed, and a final exam passed.

"Traffic Control Technician (TCT) Certification" is defined as a certification issued by approved vendors, including the National Safety Council (NSC), American Traffic Safety Services Association (ATSSA), and typically provided to non-CDOT employees working on CDOT projects. This one-day course serves as an entry-level certification for any technician-level employees responsible for traffic control and is required to begin working towards obtaining TCS certification. After obtaining a TCS certification, a TCT Certification does not need to be maintained. To successfully complete the course, students must pass a final exam. To renew a TCT certification, a TCT Refresher class must be completed, and a final exam passed.

"Traffic Control Supervisor (TCS)" is defined as a person, typically a non-CDOT employee, that has a Traffic Control Supervisor (TCS) Certification as defined in this Procedural Directive, responsible for implementing the Traffic Control Plan and setting up traffic control devices on CDOT construction projects or maintenance work on state highways.

"Traffic Control Supervisor (TCS) Endorsement" is defined as an endorsement issued by CDOT or other approved vendors, including the National Safety Council (NSC), American Traffic Safety Services Association (ATSSA), Colorado Contractors Association (CCA), and the Western Colorado Contractors Association (WCCA). A TCS endorsement requires completing a two-day Traffic Control Supervisor (TCS) training and passing the final exam. The TCS Endorsement serves as written proof that a passing score was achieved on the Traffic Control Supervisor Exam. Each approved training vendor has its own testing process. The individual with the TCS Endorsement must abide by the specific training vendor's requirements for testing. An individual with a TCS Endorsement is not a TCS. To renew a TCS endorsement, a TCS Refresher class must be completed, and a final exam passed.

"Traffic Control Supervisor (TCS) Certification" is defined as a certification issued by approved vendors, including the National Safety Council (NSC), American Traffic Safety Services Association (ATSSA), Colorado Contractors Association (CCA), and the Western Colorado Contractors Association (WCCA) and provided to non-CDOT employees working on CDOT projects. A TCS certification is achieved upon completing the two-day Traffic Control Supervisor training, passing the final exam, and obtaining the required number of in-field hours set forth by the specific training vendor. To renew a TCS certification, a TCS Refresher class must be completed, and a final exam passed.

"Traffic Control Training" is defined as training that educates individuals on flagging, traffic control devices, work zone safety, and traffic control plans.

#### **IV. APPLICABILITY**

This Procedural Directive shall apply to specific CDOT employees, consultants, contractors, subcontractors, and those permitted by CDOT to plan, design, inspect, audit, install, and maintain temporary traffic control work zones.

**CDOT Personnel**

CDOT requires all employees with specific personnel classifications listed below to obtain and maintain a Flagger Certification and a Traffic Control Technician (TCT) Endorsement. CDOT requires all employees with specific personnel classifications listed below to progress to obtain a Traffic Control Supervisor (TCS) endorsement. Once a TCS endorsement is earned, the CDOT employee will need to maintain a Flagger Certification but does not need to maintain a TCT endorsement. All required endorsements are tracked in CDOT's Learning Management System (LMS).

The following personnel classifications as part of the **CDOT Division of Maintenance & Operations** must obtain and maintain Flagger certifications and TCT endorsements:

<b>CDOT Division of Maintenance &amp; Operations Training Requirements</b>				
<b>PERSONNEL</b>	<b>Flagger Certification</b>	<b>Traffic Control Technician Endorsement</b>	<b>Traffic Control Supervisor Endorsement</b>	<b>Traffic Control Supervisor Certification</b>
Transportation Maintenance I	✓*	✓*		
Equipment Operator III	✓*	✓*		
Electrical Trades I	✓*	✓*		
Electronics Spec I	✓*	✓*		

\*Annotates that this training must be maintained

The following personnel classifications, as part of the **CDOT Division of Maintenance & Operations**, must obtain and maintain both Flagger and TCT endorsements and progress to obtain and maintain a TCS endorsement in addition to the Flagger Certification.

<b>CDOT Division of Maintenance &amp; Operations Training Requirements</b>				
<b>PERSONNEL</b>	<b>Flagger Certification</b>	<b>Traffic Control Technician Endorsement</b>	<b>Traffic Control Supervisor Endorsement</b>	<b>Traffic Control Supervisor Certification</b>
Transportation Maintenance II	✓*	✓	✓*	

<b>Transportation Maintenance III</b>	✓*	✓	✓*	
<b>Electrical Trades II</b>	✓*	✓	✓*	
<b>Electrical Trades III</b>	✓*	✓	✓*	
<b>Electronics Spec II</b>	✓*	✓	✓*	
<b>Electronics Spec III</b>	✓*	✓	✓*	
<b>Electronics Spec IV</b>	✓*	✓	✓*	
<b>LTC Operations I</b>	✓*	✓	✓*	
<b>LTC Operations II</b>	✓*	✓	✓*	
<b>Heavy Equipment Operator IV</b>	✓*	✓	✓*	
<b>Deputy Superintendents</b>	✓*	✓	✓*	

\*Annotates that this training must be maintained

The following personnel classifications, working within the **Intelligent Transportation Systems Branch** listed below that serve as inspectors, assistant projects engineers, project engineers, testers, and anyone who reviews, signs, implements, and inspects MHTs, must obtain and maintain both Flagger certifications and TCT endorsements and then progress to obtain and maintain a TCS endorsement in addition to the Flagger Certification.

<b>CDOT Intelligent Transportation Systems Branch Training Requirements</b>				
<b>PERSONNEL</b>	<b>Flagger Certification</b>	<b>Traffic Control Technician Endorsement</b>	<b>Traffic Control Supervisor Endorsement</b>	<b>Traffic Control Supervisor Certification</b>
<b>Engineering Physical Science Technician I</b>	✓*	✓	✓*	
<b>Engineering Physical Science Technician II</b>	✓*	✓	✓*	
<b>Engineering Physical Science Technician III</b>	✓*	✓	✓*	
<b>Engineering in Training I</b>	✓*	✓	✓*	

Engineering in Training II	✓*	✓	✓*	
Engineering in Training III	✓*	✓	✓*	
Civil Engineering Project Manager I	✓*	✓	✓*	
Civil Engineering Project Manager II	✓*	✓	✓*	
Program Manager I	✓*	✓	✓*	
Program Manager II	✓	✓	✓*	
Program Manager III	✓	✓	✓*	
Professional Engineer I	✓*	✓	✓*	
Professional Engineer II	✓	✓	✓*	
Electrical Trades I	✓*	✓*		
Electrical Trades II	✓*	✓	✓*	
Electrical Trades III	✓*	✓	✓*	
Electronics Spec I	✓*	✓*		
Electronics Spec II	✓*	✓	✓*	
Electronics Spec III	✓*	✓	✓*	
Electronics Spec IV	✓*	✓	✓*	
Telecommunications Engineer I	✓*	✓	✓*	
Telecommunications Engineer II	✓*	✓	✓*	
Telecommunications Engineer III	✓*	✓	✓*	

\*Annotates that this training must be maintained

The following personnel classifications, working within **CDOT Regions, Area Engineering, Traffic Safety, and Engineering Services, Safety Offices, and Permits** listed below, serve as inspectors, assistant projects engineers, project engineers, construction testers, and anyone who reviews, signs, implements, and inspects MHTs must obtain and maintain both Flagger

certifications and TCT endorsements and then progress to obtain and maintain a TCS endorsement in addition to the Flagger Certification.

<b>CDOT Regions, Area Engineering, Traffic Safety, and Engineering Services, Safety Offices, and Permits Training Requirements</b>				
<b>PERSONNEL</b>	<b>Flagger Certification</b>	<b>Traffic Control Technician Endorsement</b>	<b>Traffic Control Supervisor Endorsement</b>	<b>Traffic Control Supervisor Certification</b>
Engineering Physical Science Technician I	✓*	✓	✓*	
Engineering Physical Science Technician II	✓*	✓	✓*	
Engineering Physical Science Technician III	✓*	✓	✓*	
Engineering in Training I	✓*	✓	✓*	
Engineering in Training II	✓*	✓	✓*	
Engineering in Training III	✓*	✓	✓*	
Civil Engineering Project Manager I	✓*	✓	✓*	
Civil Engineering Project Manager II	✓*	✓	✓*	
Program Manager I	✓*	✓	✓*	
Program Manager II	✓*	✓	✓*	
Program Manager III	✓	✓	✓*	
Professional Engineer I	✓*	✓	✓*	
Professional Engineer II	✓	✓	✓*	
Electrical Trades I	✓*	✓*		
Electrical Trades II	✓*	✓	✓*	

<b>Electrical Trades III</b>	✓*	✓	✓*	
<b>Electronics Spec I</b>	✓*	✓*		
<b>Electronics Spec II</b>	✓*	✓	✓*	
<b>Electronics Spec III</b>	✓*	✓	✓*	
<b>Electronics Spec IV</b>	✓*	✓	✓*	

**\*Annotates that this training must be maintained**

**Consultant Construction Personnel**

All consultant construction staff serving as inspectors or project engineers contracted with CDOT must earn and maintain TCS Endorsements and Flagger Certifications, through an approved vendor, including National Safety Council (NSC), American Traffic Safety Services Association (ATSSA), Colorado Contractors Association (CCA), and the Western Colorado Contractors Association (WCCA), prior to being assigned to CDOT Construction Projects. All CDOT consultant construction management contracts or task orders must include contractual language defining which consultant personnel require TCS Endorsements and Flagger Certifications.

Consultant Construction Personnel Training Requirements				
PERSONNEL	Flagger Certification	Traffic Control Technician Endorsement	Traffic Control Supervisor Endorsement	Traffic Control Supervisor Certification
<b>Consultant Construction Personnel</b>	✓*		✓*	

**\*Annotates that this training must be maintained**

**Contractor Superintendents and Subcontractor Supervisors**

All Contractor Superintendents and subcontractor supervisors, if implementing, supervising, or inspecting traffic control, working on CDOT projects, must obtain and maintain TCS Endorsements and Flagger Certifications through an approved vendor, including National Safety Council (NSC), American Traffic Safety Services Association (ATSSA), Colorado Contractors Association (CCA), and the Western Colorado Contractors Association (WCCA), prior to working on CDOT projects. All CDOT Construction contracts must include contractual language or specifications with this requirement.

<b>Contractor Training Requirements</b>				
<b>PERSONNEL</b>	<b>Flagger Certification</b>	<b>Traffic Control Technician Endorsement</b>	<b>Traffic Control Supervisor Endorsement</b>	<b>Traffic Control Supervisor Certification</b>
<b>Contractor Superintendents</b>	✓*		✓*	
<b>Subcontractor Supervisors</b>	✓*		✓*	

\*Annotates that this training must be maintained

**Traffic Control Supervisors**

All Traffic Control Supervisors, including non-CDOT employees, responsible for implementing the Traffic Control Plan and setting up traffic control devices on CDOT construction projects or maintenance work on state highways, must obtain and maintain a TCS Certification through an approved vendor prior to working on CDOT projects. All CDOT Construction contracts must include contractual language or specifications with this requirement.

<b>Traffic Control Supervisor Training Requirements</b>				
<b>PERSONNEL</b>	<b>Flagger Certification</b>	<b>Traffic Control Technician Endorsement</b>	<b>Traffic Control Supervisor Endorsement</b>	<b>Traffic Control Supervisor Certification</b>
<b>Traffic Control Supervisors</b>				✓*

\*Annotates that this training must be maintained

**V. PROCEDURE**

**A. Initial Training (Obtaining an Endorsement or Certification) and Specifications**

CDOT's Office of Employee Development (OED) and Division of Maintenance & Operations Training Services (DMOTS) will assign this training to all required employees through the CDOT Learning Management System (LMS). This includes the initial assignment and all continuing education requirements. If an employee is assigned this training and believes that they are not required to obtain an Endorsement, they should contact the OED and DMOTS with their supervisor's written concurrence.

CDOT's DMOTS offers the Flagger, TCT, TCS, and TCS Refresher training classes free of charge for all CDOT employees to earn the required endorsements. The following options are available for CDOT employees required to obtain the Flagger, TCT, and TCS endorsements:

- CDOT personnel working for the Division of Maintenance & Operations shall complete the training and endorsement offered through the DMOTS.
- All other CDOT personnel who need this training are strongly encouraged to complete the training and endorsement offered through DMOTS, free of charge. CDOT employees may take this training from an external vendor. However, they must have their manager's approval to use their Cost Center funds. Once approved, that training will count as credit toward this training requirement.
- All affected CDOT Personnel and Non-CDOT Personnel will have 12-36 months to earn their certifications and endorsements after the Procedural Directive Effective date based on the following chart:

<b>Role</b>	<b>Required Training Date</b>
Traffic Control Supervisors (Certified) (Non-CDOT)	Prior to work on any CDOT projects
Contractor and Subcontractor Superintendent (Non-CDOT)	Prior to work on any CDOT projects
Maintenance and ITS Traffic Control Leads	12 months from PD Effective Date
Construction Project Engineers/Traffic Control Inspectors	12 months from PD Effective Date
Construction Resident Engineers/Area Engineers	12 months from PD Effective Date
Consultant Project Engineers and assistant Project Engineers (non-CDOT)	12 months from PD Effective Date
Consultant Construction Personnel (non-CDOT) other other than project engineers	18 Months from PD Effective Date
CDOT Region and HQ Safety Officers	18 Months from PD Effective Date

Traffic Safety and Engineering Services Classifications	18 Months from PD Effective Date
All other ITS Required Classifications	24-36 months from PD Effective Date
All other CDOT Maintenance Required Classifications	24-36 months from PD Effective Date
All other CDOT Region and HQ Construction and Traffic Required Classifications	24-36 months from PD Effective Date
New Employees with Required Classifications	Depends on the Priority List Above but typically within 12-36 months of hire.

The National Safety Council, ATSSA, Colorado Contractors Association, and the Western Colorado Contractors Association offer regularly scheduled online or in-person TCT and TCS training for non-CDOT employees.

CDOT-approved Flagger Training Entities offer Flagger Training either online or in-person statewide.

### **B. Continuing Training (Maintaining an Endorsement or Certification) and Specifications**

Continuing Training Requirements:

DMO Flagging & Traffic Control Training page:

<https://sites.google.com/state.co.us/cdot-mta/programs/flagging-traffic-control>

Continuing training requirements are specific to each training vendor. More information is available at the following website: <https://www.codot.gov/safety/traffic-safety/standard-and-specifications/work-zone-safety/tcs>

Flagger Cards are good for two years and must be renewed before expiring per the CDOT Flagger Program. <https://www.codot.gov/safety/traffic-safety/traffic-operations-technology/flagger-program>

Specifications:

CDOT's Standard Specifications for Road and Bridge Construction, Section 630.11, contains the requirement that Traffic Control Supervisors be certified and that Contractor Superintendents be endorsed.

**VI. DOCUMENTS RELEVANT TO OR REFERENCED IN THIS PROCEDURAL DIRECTIVE**

CDOT's Region Lane Closure Strategies

CDOT Flagger Training Manual

CDOT's Standard Specifications for Road and Bridge Construction, Section 630.11

Traffic Controls for Highway Construction, Standard Plan No. S-630-1

Work Zone Safety and Mobility Procedures (CDOT) (Revised March 2018)

Procedural Directive 1502.1 "Traffic Control for Planned and Unplanned Work"

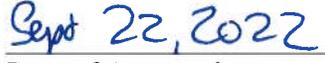
**VII. IMPLEMENTATION PLAN**

This Procedural Directive shall be effective upon signature by the Executive Director. The Traffic Safety and Engineering Services Branch shall administer and implement the Mandatory Traffic Control Training Procedural Directive. The Office of Policy and Government Relations will post this Procedural Directive on CDOT's intranet and public announcements.

**VII. REVIEW DATE**

This directive shall be reviewed on or before August 2027.

  
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Executive Director

  
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Date of Approval